

City of Fort Worth, Texas Job Description

Classification Title	Program Coordinator		
Job Code:	PR2861	Job Family:	Professional
Pay Grade	610	Date Created:	12/31/2015
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Coordinates, manages and ensures compliance for programs of assigned division/department. Prepares budgets, statistical reports and performance measures; and oversees effectiveness of assigned programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Leads, oversees and participates in the administering and auditing of assigned programs; ensures compliance with contract/agreement requirements; assists in the development of City goals for programs and policies.
3. Monitors, collects, tracks and verifies expenditures and revenues; audits and reconciles revenues related to assigned programs; and maintains accurate records for reporting purposes.
4. Participates in the development of the division budget forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and makes budgetary adjustments, as needed, for assigned programs.
5. Provides administrative assistance to senior management; prepares spreadsheet and graphs; prepares and presents staff reports; provides statistical information for Council members; and provides public information for the press.
6. Attends and participates in a variety of meetings; plans and prepare itineraries; and prepares and delivers presentations.
7. Performs other related duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to Human Resources:

1. Assists employees and retirees succeed at work and life by targeted preventive health assessment and targeted health promotion interventions.
2. Oversees and implements departmental marketing and promotional programs.
3. Coordinates various classes, trainings, and events to include wellness lifestyle and disease management classes; monthly employee assistance program trainings for supervisors; annual events including Blue Zones, Go Red for Women, Heart Walk, Walk Across Texas, and miscellaneous Seminars.
4. Organizes the annual City Health, Safety and Benefits Fair.
5. Coordinates the bi-monthly blood drives for multiple sites.
6. Coordinates services provided by outside providers and vendors, i.e. Airrosti, Viverae, Compass, WW@W, YMCA, Yoga, FitWorth, etc.

When assigned to Park and Recreation:

1. Oversees Graffiti Abatement Program by preparing budgets, evaluating staff, monitoring revenues and expenditures, performing pre- and post-assessments of projects with volunteer groups, completing disciplinary action forms, preparing and documenting invoices, verifying payments, implementing programs, coordinating volunteers, and establishing partnerships with outside agencies.
2. Provides various reports such as the annual Crime Control Prevention District report, etc.
3. Develops and promotes public awareness and community education programs focusing on graffiti prevention.
4. Responds to and monitor's status of citizen inquiries, complaints, and service requests.
5. Coordinates and facilitate mural projects on public or private properties in high visibility areas.
6. Operates graffiti abatement equipment such as, sprayer, sandblaster, power and chemical washers.

OR

7. Works with after school program at Daggett Middle School during the school year by approving monthly invoices, collaborating with various community organizations, providing lesson plan support, and supervising staff.
8. Oversees Mobile Rec summer day camp by hiring and training staff, providing support, purchasing supplies, managing budgets, and monitoring daily attendance.
9. Collaborates with community organizations to provide resources and speakers for the programs.

When assigned to Police:

1. Leads, oversees and participates in administering and auditing state and federal asset forfeiture and taskforce programs.
2. Monitors, collects, tracks, verifies audits and reconciles automated clearinghouse disbursement deposits or checks received from multiple sources.
3. Reconciles, audits, tracks and investigates all expenditures for taskforces that the department enters as part of the Asset Forfeiture Program to include receiving and authorizing requests for funding.
4. Prepares budgets, monitors revenues and establishes partnerships with outside agencies.
5. Conducts site visits to audit sub-recipients to ensure compliance with all contract/agreement requirements, analyze operations, assess compliance with the various federal, state and local agencies; presents findings, reports any discrepancies; and makes recommendations for corrective action.
6. Serves as fiscal agent for the High Intensity Drug Trafficking Area Task Force HIDTA fund.
7. Ensures all reports are filed with various government agencies.

When Assigned to Transportation & Public Works:

1. Administers the Red Light Camera Enforcement Program by preparing budgets, monitor revenues and expenditures, preparing annual reports and payment to the State Comptroller, maintaining journal ledgers, monitoring the contract, providing customer service and analyzing program reports.
2. Continually reviews and analyzes red-light camera locations to ensure the cameras are effective in improving driver safety at selected intersections, recommend removal and/or installation of cameras at various locations based on crash analysis.
3. Responds to and resolves difficult and sensitive citizen inquiries and complaints by addressing citizen's concerns and answering questions.
4. Monitors red-light camera technical staff within the Police Department that reviews violations before any violations are issued.
5. Provides advice on the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and budgetary adjustments.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of program and project management.
 - Pertinent federal, state and local laws, regulations and codes.
 - Principles and practices of budgeting and financial reporting.
 - Principles and practices of supervision, training and evaluation.

- Implementation of programs.
- Basic accounting and finance.
- Principles and practices of recordkeeping.
- Research methods.
- Purchasing process.
- Preparation of annual reports for local, state and federal agencies.
- City goals, objectives and mission.
- CFW open records process.
- **Skill in:**
 - Customer service.
 - Public speaking.
 - Delivering presentations.
 - Computers and applicable software.
 - Organization and time management.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Coordinate special events and activities.
 - Oversee and coordinate the work of subordinates.
 - Interpret and explain policies and procedures.
 - Create and present PowerPoint presentations.
 - Interpret laws and compliance regulations.
 - Review financial and performance records.
 - Reconcile financial information.
 - Identify trends and perform statistical analysis.
 - Identify problems and make recommendations for improvements.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, sociology, or related field and three years of administrative, fiscal, and/or program management experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.